



P.O. Box 1068
Frankfort, KY 40602
www.rpk.org



To: Maryellen Allen
State Board of Elections, Executive Director

From: Mac Brown
Chairman, Republican Party of Kentucky

Re: Notification of a party caucus to determine delegate votes for presidential candidates

Date: December 15, 2015

KRS 118.555, "Methods by which to determine a political party's delegate votes for presidential candidates," states as follows:

- 1) The state executive committee of each political party shall, pursuant to its party's rules, determine whether to distribute its party's authorized delegate votes for presidential candidates at its party's national convention based on the results of a party caucus, a presidential preference primary, or a combination of the two (2) methods. Each state executive committee shall notify the State Board of Elections of its decision not later than the December 31 preceding the day for conducting a presidential preference primary as set by KRS 118.561.
- 2) If a state executive committee determines that its party's authorized delegate votes for presidential candidates at its party's national convention shall be distributed based on the results of a party caucus, a presidential preference primary shall not be conducted for that political party, and the provisions of KRS 118.561 to 118.651 shall not apply. The distribution of delegates among the presidential candidates shall be determined by party rule.

Pursuant to this statute and the rules of the Republican Party of Kentucky, this memo serves as notification that the Republican Party of Kentucky will distribute its authorized delegate votes for presidential candidates at its 2016 national convention based on the results of a party caucus.



2016 Kentucky Republican Presidential Caucus

Handbook for Republican County Chairs & Caucus Chairs

Note: This is the first edition of this caucus handbook. The Republican Party of Kentucky will edit and improve this handbook as we continue to work with county parties to develop and implement our first ever Presidential Caucus. We welcome your input, and will share an updated handbook in the future.

Important contact to save on your phone:

Brad Clapp
RPK Presidential Caucus Director
Clapp.rpk@gmail.com
(office) 502.875.5130
(cell) 270.705.0135

2016 Caucus Quick Reference Timeline

- **November 16** County Caucus Plans due from county parties to RPK.
- **December 31** RPK must publish a "Call to Caucus," including a list of all caucus locations.
- **December 31** Voter registration deadline to be eligible to vote at caucus.
- **January 7** Filing deadline for presidential candidates.
- **January 7** Applications for Absentee Ballots may begin.
- **January 31** Final lists of Caucus Officials (volunteers) due from Caucus Chairs to RPK.
- **February 19** Applications for Absentee Ballot must be received at RPK by this day.
- **February 26** Presidential candidates due to submit their representatives for each caucus site.
- **March 4** Completed Absentee Ballots must be received at RPK by this day.
- **March 5** **Caucus Day, 10:00 – 4:00 local time (First Saturday in March)**
- **March 26** RPK Exec. Cmte. certifies the vote and the allocation of delegates by this date.

Introduction

As Chairman of your local executive committee, you will play a tremendous role in the success of your caucus. Reading the complete rules adopted by the Republican State Central Committee on August 22, 2015 is highly recommended. A copy is enclosed with this handbook. For your convenience, this County Handbook to the Kentucky Caucus has been created to get you off to a great start. Brad Clapp, the Republican Party of Kentucky's Presidential Caucus Director, is available as a resource to you and your committee.

Generally speaking, there will be three types of caucus events in Kentucky in 2016:

- a. A single caucus site in a given county – by far the most common type of caucus.
- b. Multiple counties grouped into one regional caucus site.
- c. A single county with multiple caucus sites – for counties with very large populations.

Most of the caucus instructions in this handbook will apply to all of these configurations. If your county falls into the regional or multiple-sites categories, please be alert to procedures that will be specific to your situation, which are described below.

The Kentucky Caucus is strictly a Republican Party operation, and is not connected in any way to your local County Clerk. You and your caucus chair may want to meet with your County Clerk as a courtesy so that he or she can properly direct voters who contact the Clerk's office with questions about the caucus.

What will the Kentucky Caucus look like?

Just to get you started, let's get an overview of what Caucus Day will look like in most counties through the eyes of the caucus attendees.

They will arrive sometime between the hours of 10 AM and 4 PM to a central location, for example, the county high school gymnasium. Immediately inside they will see dozens (or hundreds) of other Republicans, visiting tables for each of the presidential candidates who have elected to participate in the Kentucky Caucus. There may be a representative for each candidate who can answer questions.

They may also be given information from the local county party, or the Republican Women's club, or College Republican organization, etc.

When they are ready to cast their vote by secret ballot, the caucus goers will move to the balloting area. At this point, the caucus will feel very much like a typical polling location – but everyone in the county will be participating in one spot. They will present identification to a trained Caucus Volunteer, who will look them up on the voter roster that has been provided to the county by RPK. They will sign in, just like they would during a typical election, and will be handed a ballot. After marking their selection, they will insert their ballot into a ballot box.

That's it! They are free to leave.

***The first big deadline for your county caucus is November 16,
when your County Caucus Plan is due at RPK.***

How will the Caucus benefit my county party?

Can you visualize the caucus site in your county as described above? What a great opportunity for you to network with hundreds or thousands of Republicans who are all excited about being truly relevant in the nomination of our next president!

Take advantage of this opportunity to grow your county party and engage these fellow Republicans. At caucus locations, you may collect email addresses from voters who choose to provide this information. You may sign up volunteers for future activities. You may also advertise your Lincoln Day Dinner and other party activities. Also, before Caucus Day, you may host surrogate debates or other events, and use the December 31 registration deadline to register more Republican voters in your county.

Developing a Caucus Plan

Your Executive Committee needs to meet as soon as possible to discuss the 2016 caucus and determine whether you will participate with your own caucus (one or more sites in your county) or if you want to join with other counties to form a regional caucus.

Ideally, as many counties as possible will hold their own caucus. The vast majority of counties can achieve this at a single site in each county—only counties with large populations should need multiple sites.

When a single county has multiple caucus locations, the county must assign its precincts to specific caucus locations. **A voter will only be able to vote at the one caucus location to which they are assigned.** If you are considering multiple caucus locations in your county, please contact Brad Clapp to discuss this further.

Or, if you are considering a regional caucus site for a group of counties, please also contact Brad Clapp. In that case, a regional caucus plan must be approved by all participating county committees. Each county must still recruit volunteers to participate in order to ensure an efficient regional caucus. Also, **caucus rules require that ballots be tabulated separately for each county.** Therefore, Regional Caucus Plans must have a process and safeguards in place at the caucus site to ensure that voter check-in sheets, ballots, ballot boxes, and Caucus Officials are not combined, but are kept separate for each county.

The decision to hold a caucus requires a majority vote of your County Committee. Your committee should address the following agenda items at your meeting.

- a. **Will we host a County Caucus?** If the answer is “yes”, and we hope it is, then you need to consider the next three items.
- b. **Who will serve as our Caucus Chair?** This individual must be a registered Republican as of the previous General Election. He or she may not be employed by any candidate committee or be a relative of one of the presidential candidates. Counties with multiple caucus locations must identify a Caucus Chair for each location. Be sure to read the list of Caucus Chair responsibilities in Section 9.07 of the caucus rules.

- c. **Where will we hold our caucus?** The goal is to find spacious, cost-effective locations for each caucus site. See more information in the "Caucus Site Selection" section below.
- d. **Who will staff our caucus?** You will want to recruit lots of volunteers for Caucus Day. Their jobs will basically fall into two categories: 1) Caucus Officials, who are responsible for checking in voters and processing ballots on Caucus Day, and 2) other crucial volunteers to help make the caucus run smoothly. The Caucus Officials will require specific training provided by RPK. Please see the list of Caucus Official responsibilities in Section 9.07 of the caucus rules.

The County Caucus Plan is Due November 16th!

Think about it: you'll just be wrapping up your activities for the governor's race, and everyone will suddenly start thinking about Thanksgiving, but a crucial deadline is on your calendar – November 16! Please take time during your October Executive Committee meeting, or schedule a special county meeting, to put together your County Caucus Plan so this deadline does not sneak up on you!

A form for your County Caucus Plan is included in this document. Please complete the form and email or mail it to Brad Clapp, along with the list of caucus volunteers.

You will be able to name additional caucus volunteers at a later date, but recruit as many as you can by November 16 and include them in your submission so that RPK can notify them about upcoming volunteer training.

What happens if we don't adopt a County Caucus Plan or a Regional Caucus Plan? It is strongly encouraged that every county adopt a caucus plan. But if no action is taken by a county party, the RPK chairman will make a recommendation to the state Executive Committee for how your county will proceed. The Executive Committee must approve this recommendation prior to the issue of the "Call to Caucus" on December 31, 2015.

Caucus Site Selection

The ideal caucus location will meet these criteria:

- a. No cost or minimal cost
- b. Familiar in the community
- c. Great geographic location
- d. Plenty of Parking
- e. Handicap-accessible
- f. Enough room inside for all caucus activities

A logical choice in most counties will be a high school or middle school gymnasium or cafeteria, a church facility, or a multi-purpose community facility. High schools in particular tend to have a significant amount of parking. If your local Board of Education allows its facilities to be used for any community events, such as elections, it must not discriminate against political or religious organizations that request the use of the facilities. Many schools are happy to accommodate this type of request if the facility is available, and might only charge a nominal fee for janitorial services.

According to caucus rules, you must have a buffer zone of 25 feet that separates the candidate/campaigning area from the balloting area. Make sure that your facility of choice has enough room to distinctly separate these two functions.

If you have any questions about the suitability or cost of your preferred caucus site, please call Brad Clapp.

RPK's website will provide a search tool for voters to look up their caucus location.

Volunteer Recruitment & Training

How many voters should we expect? Your executive committee needs to discuss how many people are likely to turn out in your county. Statewide Republican turnout in Kentucky has hovered below 20% in past presidential primary elections. The fact that the March 5 caucus is early in the presidential campaign is bolstering interest and activity in our state. Since this is our first caucus, no one knows what turnout will be, but RPK suggests that preparing for 30% turnout should ensure that county parties are adequately prepared.

Number of Registered Republicans x 30% = Rough estimate of number of voters to prepare for.

For example, let's assume a county has 10,000 registered Republicans. This county would need to secure a facility that can process 3,000 voters over the course of the six hours that the caucus is open, or an average of 500 voters per hour.

Your committee should also discuss how many parking spots are needed. You might think a voter will park for an average of 20 minutes, with an average of 1.5 voters in each vehicle. In our example in the preceding paragraph, there would be 111 voter vehicles there at any given time. Then add more vehicles for your volunteers, plus any candidate representatives who have set up tables, to determine the number of parking spots needed.

The number of registered Republicans in each county can be found at the Kentucky Secretary of State's website, <http://elect.ky.gov/>, specifically at <https://vr.sos.ky.gov/stats/voterstatscounty.pdf>.

How many volunteers will we need?

As mentioned earlier, your volunteers will fall into two categories: 1) Caucus Officials, who have a hands-on responsibility for checking in voters and processing ballots on Caucus Day; and 2) other volunteers to help the caucus run smoothly.

Caucus Officials are the officially trained volunteers who are directly connected to the balloting process, much like a poll worker in a regular election. Caucus Officials must arrive by 9:00 AM and will be assigned to every voter check-in station, and some will serve other critical roles in the voting process, such as overseeing ballot boxes. Experienced poll workers in your county will make excellent Caucus Officials.

Just like at the polls in a typical election, you will want to have tables with as many check-in stations as necessary to keep up with the flow of arriving voters. The voter roster for your county can be divided into sections—alphabetically according to voters' last names—to distribute voters across multiple check-in stations.

To determine the minimum number of Caucus Officials and check-in stations you will need, RPK suggests assuming that check-in will take two minutes per voter. That means one Caucus Official can check in 30 voters each hour, or 180 voters throughout the 6-hour period of voting.

So let's return to our example of the county with 10,000 registered Republicans preparing for 3,000 voters to attend the caucus. If a single Caucus Official can check in 180 voters over the course of that day, that suggests that approximately 17 Caucus Officials will be needed just to cover voter check-in stations.

$$\text{Estimated Number of Voters} \div 180 \text{ Voters per Caucus Official} = \text{Minimum Number of Caucus Officials}$$

You will also need several more Caucus Officials to carry out other roles in the voting process, and you will need additional volunteers for important non-voting roles. In the coming months, the RPK will offer more guidance about the various types of volunteer responsibilities. For example, "floaters" will be needed to fill various miscellaneous needs. Someone else must regularly count and report how many ballots have been used, to ensure an adequate supply remains on hand. Finally, you may also want volunteers to serve as greeters, informational assistants, extra voter registration officials, parking guides, etc.

What training is required? RPK will provide caucus training in early 2016, the format of which has yet to be determined. Each Caucus Chair and all Caucus Officials will be certified to work in your caucus only after completion of one of these training programs. (This applies ONLY to volunteers who are going to be handling the check-in and balloting process. No training is required for those who will be serving in more of a hospitality role.)

Volunteer Shifts: Your Caucus Officials will agree to be on site from 9:00 AM until the last voter has cast a ballot (4:00 PM or shortly thereafter). At the discretion of the Caucus Chair, you may recruit volunteers to split the Caucus Official duties into two or more shifts. This could greatly increase the numbers of volunteers needed on Caucus Day, but possibly make it more attractive for volunteers. Keep in mind that all Caucus Officials must receive the training provided by RPK, regardless of whether they work a four hour shift or all day!

We strongly encourage county parties to provide drinks, snacks, and/or lunch for volunteers working throughout the day.

Absentee Balloting

The Kentucky Caucus allows for absentee balloting under several circumstances:

- Voter will be absent from their county on the day of their caucus.
- A caucus location is not established within the county where the voter is registered.
- Voter is seventy years of age or older.
- Voter is active duty military and not living in his/her home county.
- Voter is a student living away from home.
- Voter has a medical or physical condition that prevents him or her from participating in the caucus.

All of the absentee balloting logistics will be handled by the Republican Party of Kentucky. Voters do NOT request their ballots through your local County Clerk. A voter may apply to vote by absentee ballot by contacting the RPK via mail, fax, or in person. An absentee ballot application form will be available for download on the RPK's website.

Additionally, a voter will become ineligible to vote in-person at their designated caucus location at the moment they are mailed an absentee ballot from the RPK.

January 7 is the first date for requesting an absentee ballot.

February 19 is the last day that RPK can accept a request for an absentee ballot.

March 4 @ 5:00 PM ET is the last day that RPK will accept a completed absentee ballot.

All absentee ballots will be received and tabulated by RPK.

Presidential Candidates and Their Campaigns

On December 31, the RPK will release the Call to Caucus to the general public with key caucus details, such as all caucus locations. January 7 is the last day for presidential candidates to file their paperwork to participate in the Kentucky Caucus, and then we will officially know who will be on the ballot!

On Caucus Day, each candidate may send two volunteers who will participate on his or her behalf in your caucus. One will be assigned the voter education function and one will be assigned to the voter check-in and balloting area. This volunteer may use an electronic device to record which voters have participated, and may also monitor the tabulation of votes if tabulating occurs at your location.

The campaigns are required to register each of their volunteers (for every caucus location) with the RPK by February 26. When they show up at your caucus location on March 5, they will have a letter from the RPK chairman that designates them (by name) as the campaign volunteer for your location, and they must present a government-issued photo I.D. at that time. These individuals may be local supporters who have stepped up to serve in this capacity, or members of a national campaign team.

On Caucus Day, any presidential candidate may show up at any caucus site without prior authorization. If this happens to you, get lots of pictures and remember, this is one of the reasons why we have a Caucus – to actually bring presidential candidates to meet Kentucky voters!

Presidential candidates are also permitted to send snacks or refreshments to your volunteers. They may also transport voters to your caucus, so make sure you have adequate parking, and consider having a parking lot committee to keep traffic moving smoothly.

Caucus Day! March 5, 2016

Your hard work to prepare for the caucus is behind you and the fun begins!

Your Caucus Chair is required to arrive at the location no later than 8:00 AM local time. He or she must arrange for Caucus Officials to report no later than 9:00. The Caucus Chair must also ensure that all voting materials, voter rosters, and necessary supplies are on site by 9:00. During this time, the Caucus Chair will ensure setup of the space for the various functions of the caucus, with the voter check-in and voting areas set up no later than 9:30.

Ballots, ballot boxes, voter rosters and most other supplies will be provided by RPK, and RPK officials will make prior arrangements with you for the handling of these items.

We do not anticipate any unruly behavior at the caucus. However, it is the duty of your Caucus Chair to ensure that voters have ease of access to the balloting area and they are not hindered in any way by the actions or behaviors of the campaign volunteers. Your Caucus Chair may, in consultation with the RPK, remove any candidate's representative from your caucus if he or she is disruptive of the caucus process. You should also notify your local law enforcement in advance about the caucus and its location.

Doors open promptly at 10:00 AM local time for the public. Anyone may enter the caucus site. Voters may bring family members who are not registered to vote. Members of the local media may drop by. But **ONLY** Republican voters who were registered to vote by December 31, 2015, will be admitted to the voting area.

A voter roster will be provided to your caucus by the RPK. It will indicate which voters in your county applied for an absentee ballot, making them ineligible to vote in person on March 5.

Each voter will make one selection on the ballot and place it in a ballot box. **The only elected office being considered on the ballot is the Republican nominee for President of the United States.**

What method of voter identification is permitted?

The acceptable methods of verification used at the check-in station to verify that a voter is qualified to participate in the caucus are the same as what is acceptable in Kentucky elections. The acceptable methods of verification shall be limited to: 1) Personal Acquaintance of the Caucus Official, 2) Drivers License, 3) Social Security Card, 4) Credit Card, or 5) an identification card that requires a signature. The method of identification used for each participating voter should be recorded on the voter roster, as described in Section 9.04 of the Rules.

What if I run out of ballots? The plan is not to run out! Arrangements will be made for additional ballots to be brought to your location during the day if your turnout is unexpectedly high. It will be

important to designate one or more Caucus Officials to keep tabs on the number of voters processed by mid-morning, and early afternoon, to estimate whether or not you will run out of ballots.

What if I have unexpected problems? The RPK Chairman will appoint a special committee (ratified by the Executive Committee of the state party) which will convene on Caucus Day an hour before the first caucus sites open and remain in session all day. This special committee will rule on any questions that may arise during your caucus that are not expressly governed by the Rules of the Caucus passed on August 22, 2015. You will receive instructions on how to contact that committee, if necessary.

4:00 is here – finally! Any voter who is inside your caucus location by 4:00 PM local time is entitled to cast a ballot. Once the last voter has cleared the area, your Caucus Chair is responsible to securing all the ballot boxes and delivering them to a location prearranged with RPK. RPK will provide greater detail about this task in the coming months.

OCTOBER CHECKLIST FOR COUNTY CHAIRS AND CAUCUS CHAIRS

Essential Activities

- ☐ Interview and Select a Caucus Chair.
- ☐ Visit potential caucus sites and find out site costs, if any.
- ☐ Convene Executive Committee to pass a Caucus Plan.
- ☐ Recruit Caucus Officials (volunteers who will receive training).

Additional Activities

- ☐ Promote new voter registration and change of party affiliation. To participate in the caucus, a voter must be a registered Republican by December 31.
- ☐ Visit with the local County Clerk to pass along contact information for voters asking about the caucus.
- ☐ Begin community education and media promotion about the caucus.

NOVEMBER 16 – County Caucus Plan due at RPK (a form for your Caucus Plan is enclosed with this document)

Appendix

1. Caucus Rules
2. County Caucus Plan forms

OFFICIAL RULES OF THE REPUBLICAN PARTY OF KENTUCKY

9. KENTUCKY REPUBLICAN PRESIDENTIAL CAUCUS:

9.01 Authority and Notification Provisions:

(a) KRS 118.555 provides: (1) The state executive committee of each political party shall, pursuant to its party's rules, determine whether to distribute its party's authorized delegate votes for presidential candidates at its party's national convention based on the results of a party caucus, a presidential preference primary, or a combination of the two (2) methods. (2) If a state executive committee determines that its party's authorized delegate votes for presidential candidates at its party's national convention shall be distributed based on the results of both a party caucus and a presidential preference primary, the formula for distribution of authorized delegate votes based on the results of a party caucus shall be determined by party rule.

(b) Following a vote of the Republican State Central Committee, as stipulated in Rule 8.03(b), to allocate its delegate votes of the Kentucky Republican Party at the Republican National Convention, this section shall govern the conduct of the party caucus. Furthermore, all governing rules and available procedural documents related to a party caucus shall be submitted to the Secretary of the Republican National Committee in accordance with the national Rules of the Republican Party.

(c) Pursuant to KRS 118.555, the Executive Committee of the RSCC shall notify the Kentucky Secretary of State no later than December 31 of the year prior to a presidential election that the Kentucky Republican Party shall distribute its authorized delegate votes at the Republican National Convention by a party caucus as set forth in this section.

9.02 Date and Time of Caucus:

The Caucus shall be held on the first Saturday in March in the year of a presidential election between the hours of 10:00 a.m. and 4:00 p.m. local time.

9.03 County and Regional Caucus Plans:

(a) Each County Committee, as set forth in Section 4, shall, by majority vote of its membership, create a County Caucus Plan or enter into a Regional Caucus Plan with neighboring counties, in compliance with this section, during a regular or special meeting of the County Committee. A Regional Caucus Plan of identical language must be approved by all County Committees involved in that particular Regional Caucus Plan.

(b) County Caucus Plans and Regional Caucus Plans shall be submitted, in writing, to Republican Party State Headquarters on, or before, the third Monday in November in the year prior to a presidential election.

(c) County Caucus Plans and Regional County Caucus Plans shall include the following:

- (1) The name, address; telephone number and email address of the designated Caucus Chair for each caucus location. The designated Caucus Chair shall be a registered Republican as of the General Election immediately preceding the year in which a presidential election will be held;
- (2) The name, physical address, and telephone number for the location at which the County or Regional Caucus will be held. In the event a County Caucus will have more than one caucus location, a listing of precincts served by each caucus location shall also be provided;
- (3) The name, address, telephone number, email address and assigned caucus location of any and all known individuals identified to serve as Caucus Officials as set forth in this section.

9.04 County and Voter Participation:

(a) The State Chairman shall recommend to the Executive Committee of the RSCC a method for conducting a caucus for counties who have not satisfied the requirements of Rule 9.03. Approval by the Executive Committee of the RSCC shall occur prior to the issuance of the Call to Caucus as set forth in Rule 9.06.

(b) Participation in a caucus is open to all qualified voters who have been registered Republicans on or before December 31 of the year preceding a presidential election.

(c) The official roster of voters eligible to participate in a county or regional caucus shall be provided by Republican Party of Kentucky State Headquarters and shall reflect voter registration records obtained from the Kentucky State Board of Elections.

(d) The method of identification used to verify a voter qualified to participate in a caucus shall be recorded on the official voter roster at each caucus location. The acceptable methods of verification shall be limited to:

- (1) Personal acquaintance (denoted as "PA" on official voter roster)
- (2) Motor vehicle operator's license (denoted as "DL" on official voter roster)
- (3) Social Security card (denoted as "SS" on official voter roster)
- (4) Credit card (denoted as "CC" on official voter roster)
- (5) Identification card with picture and signature (denoted as "OI" on official voter roster)

(e) The form of identification presented by a voter for verification purposes stated above must match the official voter roster described in Rule 9.04(c).

(f) At no time during any caucus shall any qualified voter as described in Rule 9.04(b) be required to pay a cost or fee as a stipulation of participation in the caucus. Voluntary contributions to a state, district or county party committee may be made, but under no circumstances shall such a contribution be mandatory.

(g) No person shall be permitted to vote at any caucus location other than the specific location assigned to that individual as set forth in the Call to Caucus.

9.05 Candidate Filing:

(a) In order for a candidate to participate in the caucus and have his or her name appear on the caucus ballot, the candidate's campaign committee must be registered as a Republican presidential candidate with the Federal Election Commission, file a Declaration of Candidacy with the Secretary of the Republican State Central Committee on the form prescribed by the Executive Committee of the RSCC, and remit a filing fee of \$15,000 to the Republican Party of Kentucky's federal election account.

(b) All forms and filing fees referenced in Rule 9.05(a) must be received at Republican Party of Kentucky State Headquarters on or before 5:00 PM EST on the first Thursday after January 2 of a presidential election year.

(c) Write-in candidates are prohibited

9.06 Call to Caucus:

(a) The Executive Committee of the RSCC shall ratify and disseminate the official Call to Caucus not later than December 31 of the year preceding a presidential election. The Call to Caucus shall be available in a downloadable format on the Republican Party of Kentucky's official website and transmitted to the full membership of the Republican State Central Committee and Kentucky media outlets.

(b) The Call to Caucus shall contain the following information at a minimum:

(1) The definition of an eligible voter in the Kentucky Republican Presidential Caucus as established in Rule 9.04(b);

(2) A description of the acceptable forms of voter identification as set forth in Rule 9.04(d);

(3) A listing of key dates relating to the Kentucky Republican Presidential Caucus including, but not limited to: 1) the date and time of the caucus; 2) the deadline for absentee ballots to be received; 3) the deadline to request an absentee ballot; 4) the deadline for absentee ballots to be printed; 5) the candidate filing deadline; 6) the date voters may make application for an absentee ballot; and 7) the candidate filing deadline;

(4) A listing of all County Caucuses and Regional Caucuses including county and/or precinct assignments to each caucus location and the name (if applicable) and physical address of each caucus location; and

(5) Information regarding absentee voting procedures as set forth in Rule 9.10

(c) The Executive Committee of the RSCC may modify the Call to Caucus in the event a county becomes unable to conduct its caucus pursuant to the County Caucus Plan submitted pursuant to Section 9.03 of these Rules or if a caucus location becomes unavailable after the Call to Caucus is issued as set forth in 9.06(a). All modifications to the Call to Caucus will be transmitted within two business days to all qualified candidates as defined in Section 9.05 and Kentucky media outlets. The Call to Caucus available on the Republican Party of Kentucky's official website will be amended within one business day following action of the Executive Committee of the RSCC.

9.07 Caucus Officials:

(a) The Caucus Chair for each County Caucus or Regional Caucus shall be the primary point of contact for all matters relating to the administration of that particular County or Regional Caucus. The Caucus Chair, as certified to Republican Party State Headquarters pursuant to Rule 9.03(c)(1), shall satisfy all eligibility

requirements set forth in Rule 9.04(b). Furthermore, the designated Caucus Chair shall not be employed or compensated by any candidate's campaign committee whose name will appear on the Kentucky Republican Presidential Caucus ballot and the individual shall not be the spouse, parent, sibling or child of a candidate whose name will appear on the Kentucky Republican Presidential Caucus ballot. The duties and responsibilities of a Caucus Chair include, but are not limited to, the following:

- (1) Ensure the caucus location is open not less than two hours prior to the time voting begins;
- (2) Ensure the timely arrival of all other designated Caucus Officials to the caucus location at least one hour prior to the time voting begins;
- (3) Ensure the official voter rosters described in Rule 9.04(c) are at the caucus location at least one hour prior to the time voting begins;
- (4) Ensure voter check-in areas and voting areas are setup in a manner that protects the privacy and security for each voter and each voter's ballot at least thirty minutes prior to the time voting begins;
- (5) Ensure the official Kentucky Republican Presidential Caucus ballots are securely stored at the caucus location at least one hour prior to the time voting begins;
- (6) Ensure all voting equipment, ballot boxes and other necessary supplies are at the caucus location at least one hour prior to the time voting begins;
- (7) Ensure designated campaign representatives present at the caucus location do not interfere with the voting process;
- (8) Ensure all ballot boxes are transported to the designated tabulation center immediately upon the conclusion of voting.

(b) Caucus Officials are individuals designated to the Republican Party of Kentucky State Headquarters pursuant to Rule 9.03(c)(3) and shall meet the same eligibility requirements as a Caucus Chair. Furthermore, the designated Caucus Chair shall not be employed or compensated by any candidate's campaign committee whose name will appear on the Kentucky Republican Presidential Caucus ballot and the individual shall not be the spouse, parent, sibling or child of a candidate whose name will appear on the Kentucky Republican Presidential Caucus ballot. The duties and responsibilities of a Caucus Official include, but are not limited to, the following:

- (1) Attend a mandatory training session authorized by the Republican Party of Kentucky prior to the commencement of voting in the Kentucky Republican Presidential Caucus;
- (2) Arrive at the caucus location at least one hour prior to the time voting begins;
- (3) Remain at the caucus location until such time the Caucus Chair requires to ensure voting has concluded;
- (4) Assist the Caucus Chair, as may be required, to arrange and organize voter check-in areas and voting areas;
- (5) Process voters in an orderly fashion and provide assistance, if requested, to elderly or handicapped voters;

(6) Treat every voter with respect and courtesy.

(c) A final list of designated Caucus Officials shall be submitted to Republican Party of Kentucky State Headquarters not later than January 31 in a year in which a presidential election will occur and shall include the name, mailing address, telephone number, email address and assigned caucus location (if multiple locations exist).

(d) The State Chairman of the Republican State Central Committee may appoint, in writing, any number of Caucus Officials to any caucus location as may be required to ensure the proper implementation of the Kentucky Republican Presidential Caucus.

9.08 Conducting the Caucus:

(a) Voting shall commence at 10 a.m. and conclude at 4 p.m., prevailing time. Each caucus location shall be opened at the direction of the Caucus Chair at least two hours prior to the time voting begins. All voting shall be conducted by secret ballot.

(b) Each candidate, as defined in Rule 9.05, shall be permitted to display campaign literature at each caucus location in an area designated by the Caucus Chair. Furthermore, a candidate shall be permitted to designate a representative to be present during the entire time the caucus location is open for the purpose of answering questions about the candidate posed by voters participating in the Kentucky Republican Presidential Caucus. The name, address, cellular telephone number, email address and assigned caucus location of each designated representative of a candidate's campaign shall be provided to Republican Party State Headquarters on or before the last Friday in February in the year containing a presidential election. All designated representatives of a candidate shall present a government-issued photo identification and a letter signed by the State Chairman of the Republican State Central Committee to the Caucus Chair upon seeking entry to the caucus location to which they have been assigned. The Caucus Chair possesses the authority to remove any designated representative of a candidate, after consultation with Republican Party State Headquarters, if the designated representative's conduct is determined to be disruptive to the process of voting. A candidate, as defined in Rule 9.05, may enter any caucus location while voting is underway. Speeches by, or on behalf of, a candidate are not permitted inside any caucus location and no candidate or designated representative of a candidate shall be permitted within twenty-five (25) feet of the area designated for voting and/or voting equipment.

(c) All ballots, voting equipment, ballot boxes, voter rosters and voting supplies shall be on site at each caucus location at least one hour prior to the time voting begins.

(d) All voters shall have their identity and eligibility verified by a Caucus Official as set forth in Rule 9.04(d) and sign the official voter roster established in Rule 9.04(c) before receiving an official Kentucky Republican Presidential Caucus ballot.

(e) No voter shall be given more than one (1) ballot and each voter shall vote for only one (1) candidate of his or her choosing.

(f) "Uncommitted" shall appear as the last candidate choice on each official Kentucky Republican Presidential Caucus ballot.

(g) If a caucus location serves multiple counties the Caucus Chair shall ensure ballots for each county are kept separate and do not become comingled.

(h) Voting will cease at the designated time except that voters inside the caucus location at 4 p.m. prevailing time shall be permitted to be verified pursuant to Rule 9.04(d) and sign the official voter roster pursuant to Rule 9.04(c) and be given a ballot to cast their vote.

(i) The Caucus Chair shall cause the immediate delivery of all necessary information to tabulate and/or report the votes cast to the designated Regional Tabulation Center.

(j) The Executive Committee of the RSCC may adopt any manuals or documents, as deemed necessary, outlining technical procedures for Caucus Chairs and Caucus Officials as long as said manuals or documents are not in conflict with these rules governing the Kentucky Republican Presidential Caucus.

(k) The State Chairman shall appoint a special committee, subject to ratification of the Executive Committee of the RSCC, who shall be in session starting one hour prior to the time voting begins at any caucus location until all voting has concluded at all caucus locations on the day of the Kentucky Republican Presidential Caucus. This special committee will rule on any questions or conflicts arising from the Kentucky Republican Presidential Caucus. The decisions of the special committee are final and binding.

9.09 Delegate Allocation and Tabulation of Votes:

(a) The candidates, as defined in Rule 9.05, receiving the highest number of votes statewide, provided each candidate receives at least five percent (5%) of the total votes cast, shall be awarded a pro rata portion of the authorized delegate vote for the Kentucky Republican Party at the Republican National Convention. The votes received by each candidate who receives in excess of five percent of the total statewide vote shall be divided by the total number of valid votes cast for all candidates receiving in excess of the five percent of the statewide vote total. The proportional delegate allocation shall be rounded to the nearest whole delegate. In the event that a delegate is unallocated due to mathematical rounding, the unallocated delegate vote shall be cast in favor of the candidate closest to the rounding threshold. In the event that delegates are over-allocated due to mathematical rounding, the over-allocated delegate shall be removed from the candidate furthest from the rounding threshold. This allocation of delegate votes shall bind the authorized delegates of the Kentucky Republican Party on the first ballot at the Republican National Convention.

(b) The Executive Committee of the RSCC shall establish Regional Tabulation Centers to facilitate the tabulation of votes cast in the Kentucky Republican Presidential Caucus except that the Executive Committee may determine specific counties where the tabulation of votes will occur at the caucus location(s).

(c) The Executive Committee of the RSCC shall, at least thirty (30) days prior to the date of the Kentucky Republican Presidential Caucus, determine for each caucus location whether ballot tabulation will occur at the caucus location or a designated Regional Tabulation Center.

(d) Ballots shall be tabulated separately for each county.

(e) Tabulation of absentee ballots may begin immediately following the deadline established in Rule 9.10(h) at Republican Party State Headquarters by a committee appointed by the State Chairman and ratified by the Executive Committee of the RSCC.

(f) The Executive Committee of the RSCC shall determine the method of tabulating votes cast in the Kentucky Republican Presidential Caucus at least thirty (30) days prior to the date of the Caucus.

(g) The Executive Committee of the RSCC is the sole entity permitted to report the tabulated results of the Kentucky Republican Presidential Caucus to the media. No tabulated results shall be reported prior to 7 p.m. eastern time.

(h) The Executive Committee of the RSCC shall certify, at the call of the State Chairman, the results of the Kentucky Republican Presidential Caucus and the allocation of delegates within three (3) weeks following the date of the Caucus.

9.10 Absentee Ballots:

(a) A qualified voter, as defined in Rule 9.04(b), may vote in the Kentucky Republican Presidential Caucus by absentee ballot after making application on a form prescribed by the Executive Committee of the RSCC for one of the following reasons:

- (1) The voter will be absent from their county on the day of the Kentucky Republican Presidential Caucus;
- (2) A caucus location is not established in the county in which the voter's registration record is filed;
- (3) The voter is an active duty member of the military and is stationed outside the county in which their voter registration record is filed;
- (4) The voter will be least seventy (70) years of age on the date of the Kentucky Republican Presidential Caucus;
- (5) The voter, due to a medical condition or disability, admission to or residence in a health care facility, would face undue hardship to vote in person at the voter's designated caucus location;
or
- (6) The voter is a student who does not reside in the county in which their voter registration record is filed.

(b) Voters may begin making application to vote by absentee ballot on the date established as the filing deadline for candidates set forth in Rule 9.05(b).

(c) The Republican Party State Headquarters will begin mailing absentee ballots to voters making application under Rule 9.10(a)(1)-(6) not sooner than the first Thursday following the candidate filing deadline set forth in Rule 9.05(b).

(d) A voter's application to vote by absentee ballot must be received at Republican Party State Headquarters on or before the third Friday in February in a year in which a presidential election is held.

(e) A voter may make application to vote by absentee ballot to Republican Party State Headquarters by mail, fax, in person, or online submission if available.

(f) The application to vote by absentee ballot shall be available for download on the Republican Party of Kentucky's official website not later than the date set forth in Rule 9.10(b).

(g) A voter will become ineligible to vote in person at any caucus location once an absentee ballot has been mailed to the voter. Republican Party State Headquarters will identify voters who have been mailed an absentee ballot in the official voter roster described in Rule 9.04(c).

(h) A voter's absentee ballot must be received at Republican Party State Headquarters by 5:00 PM Eastern Time on or before the day immediately preceding the date of the Kentucky Republican Presidential Caucus.

(i) Republican Party State Headquarters will maintain a roster of voters who have made application for an absentee ballot. This absentee roster will reflect the date the application was received and the date the absentee ballot was mailed to the voter.

9.11 Candidate Provisions:

A candidate, as defined in Rule 9.05, may exercise the following rights in regard to the Kentucky Republican Presidential Caucus:

(a) Candidates may enter any caucus location on the date of the Kentucky Republican Presidential Caucus;

(b) A candidate's campaign may identify up to two (2) designated representatives to serve the following functions at any caucus location:

(1) One designated representative per caucus location to distribute literature and/or answer questions about the candidate posed by voters participating in the caucus; and

(2) One designated representative per caucus location to observe the voter check in process and record on a wireless electronic device, if desired, the names of voters who have voted at that caucus location.

(c) A candidate's campaign may designate a representative at each ballot tabulation location to observe the tabulation of votes.

(d) All designated representatives from candidate's campaign as set forth in Rule 9.11(2) and 9.11(3) shall be made to Republican Party State Headquarters on or before the last Friday in February in a year in which a presidential election is held. The submission of designated representatives from a candidate's campaign shall include the name, address, cellular telephone number, email address, assigned caucus location or assigned tabulation location.

(e) A candidate's campaign may provide snacks and refreshments to Caucus Officials at any caucus location.

(f) A candidate's campaign may transport eligible voters to their designated caucus location.

(g) A candidate's campaign may request a copy of the absentee roster from Republican Party State Headquarters as described in Rule 9.10(i).